

23 September 1955

MEMORANDUM FOR: Chief, Records & Services Division

SUBJECT: Congressional Inquiries Addressed to
Members of the Office of Personnel

It is requested that all correspondence addressed to the Office of Personnel or members of this Office from Congressional sources be referred to the Office of the Director of Personnel for disposition. If the letter is addressed to "Harrison G. Reynolds", it should be forwarded unopened. All other letters should be opened and the appropriate file attached thereto before forwarding to this office for disposition.

SIGNED

Harrison G. Reynolds
Director of Personnel

OD/Pers:SN

Distribution:

1 - Mr. Pforzheimer
1 - AD/P

TRANSMITTAL SLIP		
<u>14 Oct 55</u> (Date)		
TO:	<u>Hanston</u>	
BUILDING	<u>East</u>	ROOM NO. <u>225</u>
REMARKS:	<u>Sorry</u> <u>I hope our</u> <u>discussions with Harry</u> <u>will prevent further</u> <u>misunderstandings</u> <u>W.E. 10/14/55</u>	
FROM:	<u>Spa</u>	
BUILDING	ROOM NO.	EXTENSION

FORM NO. 36-8
SEP 1946